AMS Poultry Programs, Grading Branch
Process Verified Program (PVP)

A. General

The U.S. Department of Agriculture (USDA), Agricultural Marketing Service (AMS), Poultry Programs, Grading Branch provides poultry products producers an opportunity to assure customers of their ability to provide consistent quality products by having their written manufacturing processes confirmed through independent, third party audits. The program uses the International Organization for Standardization's ISO 9000 series standards for documented quality management systems as a format for evaluating documentation to ensure consistent auditing practices and promote international recognition of audit results.

The Process Verified Program (PVP) is a voluntary, user-fee service available to poultry and poultry products producers and processors, heretofore referred to as "organization", to provide third-party verification that poultry or poultry products and services conform to PVP standards.

This service is provided by the United States Department of Agriculture (USDA), Agricultural Marketing Service (AMS), Poultry Programs, Grading Branch under the authority of the Agricultural Marketing Act of 1946, as amended, and the Code of Federal Regulations (CFR) 7, Part 70.

B. Scope

These policies and procedures apply to the auditing and accreditation of production facilities, ranches, farms, slaughter and/or processing facilities, and any other entity in the process requesting quality management systems to be audited under this program. Services eligible under the PVP are listed on the Poultry Programs website at www.ams.usda.gov/poultry. This program does not apply to the official assignment of U.S. Grades for poultry or shell eggs.

C. Program requirements

1.1 General requirements

The organization shall establish, document, implement and maintain a quality management system and continually improve its effectiveness in accordance with the requirements of this standard.

The organization shall:

a) Identify the processes needed for the quality management system and their application throughout the organization
b) Determine the sequence and interaction of these processes.
c) Determine criteria and methods needed to ensure that both the operation and control of these processes are effective.
d) Ensure the availability of resources and information necessary to support the operation and monitoring of these processes.
e) Monitor, measure and analyze these processes, and
f) Implement actions necessary to achieve planned results and continual improvement of these processes.

These processes shall be managed by the organization in accordance with the requirements of this standard.

Where an organization chooses to outsource any process that affects product conformity with requirements, the organization shall ensure control over such processes. Control of such outsourced processes shall be identified within the quality management system.

NOTE: Processes needed for the quality management system referred to above should include processes for management activities, provision of resources, product realization and measurement.

1.2 Documentation requirements

1.2.1 General

The quality management system documentation shall include
a) documented statements of a quality policy and quality objectives
b) a quality manual
c) documented procedures required by this standard,
d) documents needed by the organization to ensure the effective planning, operation and control of its processes,
e) records required by this standard

NOTE 1: Where the term "documented procedure" appears within this standard, this means that the procedure is established, documented, implemented and maintained.

NOTE 2: The extent of the quality management system documentation can differ from one organization to another due to
a) the size of organization and type of activities,
b) the complexity of processes and their interactions, and
c) the competence of personnel

NOTE 3: The documentation can be in any form or type of medium.

1.2.2 Quality manual

The organization shall establish and maintain a quality manual that includes

a) the scope of the quality management system, including details of and justification for any exclusions
b) the documented procedures established for the quality management system, or reference to them, and
c) a description of the interaction between the processes of the quality management system

1.2.3 Control of documents

Documents required by the quality management system shall be controlled. Records are a special type of document and shall be controlled according to the requirements given in 1.2.4

A documented procedure shall be established to define the controls needed

a) to approve documents for adequacy prior to issue
b) to review and update as necessary and re-approve documents
c) to ensure that changes and the current revision status of documents are identified
d) to ensure that relevant versions of applicable documents are available at points of use
e) to ensure that documents remain legible and readily identifiable
f) to ensure that documents of external origin are identified and their distribution controlled, and
g) to prevent the unintended use of obsolete documents, and to apply suitable identification to them if they are retained for any purpose.

1.2.4 Control of records

Records shall be established and maintained to provide evidence of conformity to requirements and of the effective operation of the quality management system. Records shall remain legible, readily identifiable and retrievable. A documented procedure shall be established to define the control needed for the identification, storage, protection, retrieval, retention time and disposition of records.

2 Management responsibility

2.1 Management commitment

Top management shall provide evidence of its commitment to the development and implementation of the quality management system and continually improving its effectiveness by

a) communication to the organization the importance of meeting customer as well as statutory and regulatory requirements
b) establishing the quality policy,

c) ensuring that quality objectives are established
d) conducting management reviews, and
e) ensuring the availability of resources

2.2 Customer focus

Top management shall ensure that customer requirements are determined and are met with the aim of enhancing customer satisfaction (see 4.2.1 and 5.2.1)

2.3 Quality policy

Top management shall ensure that the quality policy
a) is appropriate to the purpose of the organization
b) includes a commitment to comply with requirements and continually improve the effectiveness of the quality management system
c) provides a framework for establishing and reviewing quality objectives
d) is communicated and understood within the organization, and
e) is reviewed for continuing suitability

2.4 Planning

2.4.1 Quality Objectives

Top management shall ensure that quality objectives, including those needed to meet requirements for product [see 4.1 a)], are established at relevant functions and levels within the organization. The quality objectives shall be measurable and consistent with the quality policy.

2.4.2 Quality management system planning

Top management shall ensure that
a) the planning of the quality management system is carried out in order to meet the requirements given in 1.1 as well as the quality objectives, and
b) the integrity of the quality management system is maintained when changes to the quality management system are planned and implemented.

2.5 Responsibility, authority and communication

2.5.1 Responsibility and authority

Top management shall ensure that responsibilities and authorities are defined and communicated within the organization.

2.5.2 Management representative

Top management shall appoint a member of management who, irrespective of other responsibilities shall have responsibility and authority that includes

a) ensuring that processes needed for the quality management system are established, implemented and maintained,
b) reporting to top management on the performance of the quality management system and any need for improvements, and
c) ensuring the promotion of awareness of customer requirements throughout the organization.

NOTE The responsibility of a management representative can include liaison with external parties on matters relating to the quality management system.

2.5.3 Internal Communication

Top management shall ensure that appropriate communication processes are established within the organization and that communication takes place regarding the effectiveness of the quality management system.

2.6 Management review

2.6.1 General

Top management shall review the organization's quality management system, at planned intervals, to ensure its continuing suitability, adequacy and effectiveness. This review shall include assessing opportunities for improvement and the need for changes to the quality management system, including the quality policy and quality objectives.

Records from management reviews shall be maintained (see 1.2.4).

2.6.2 Review input

The input to management review shall include information on
a) results of audits
b) customer feedback
c) process performance and product conformity
d) status of preventive and corrective actions
e) follow-up actions from previous management reviews
f) changes that could affect the quality management system, and
g) recommendations for improvement.

2.6.3 Review output

The output from the management review shall include any decisions and actions related to

a) improvement of the effectiveness of the quality management system and its processes,
b) improvement of product related to customer requirements , and
c) resource needs

3 Resource management

3.1 Provisions of resources

The organization shall determine and provide the resources needed
a) to implement and maintain the quality management system and continually improve its effectiveness, and
b) to enhance customer satisfaction by meeting customer requirements

3.2 Human resources

3.2.1 General

Personnel performing work affecting product quality shall be competent on the basis of appropriate education, training, skills and experience.

3.2.2 Competence, awareness and training

The organization shall
a) determine the necessary competence for personnel performing work affecting product quality
b) provide training or take other actions to satisfy these needs
c) evaluate the effectiveness of the actions taken
d) ensure that its personnel are aware of the relevance and importance of their activities and how they contribute to the achievement of the quality objectives, and
e) maintain appropriate records of education, training, skills and experience (see 1.2.4)

3.3 Infrastructure

The organization shall determine, provide and maintain the infrastructure needed to achieve conformity to product requirements. Infrastructure includes, as applicable
a) buildings, workspace and associated utilities
b) process equipment (both hardware and software), and
c) supporting services (such as transport or communication)

3.4 Work environment

The organization shall determine and manage the work environment needed to achieve conformity to product requirements

4. Product realization

4.1 Planning of product realization

The organization shall plan and develop the processes needed for product realization. Planning of product realization shall be consistent with the requirements of the other processes of the quality management system (see 1.1)

In planning product realization, the organization shall determine the following, as appropriate:

a) quality objectives and requirements for the product
b) the need to establish processes, documents, and provide resources specific to the product
c) require verification, validation, monitoring, inspection and test activities specific to the product and the criteria for product acceptance.
d) Records needed to provide evidence that the realization processes and resulting product meet requirements (see 1.2.4)

The output of this planning shall be in a form suitable for the organization's method of operations.

NOTE 1 A document specifying the processes of the quality management system (including the product realization processes) and the resources to be applied to a specific product, project or contract, can be referred to as a quality plan.

NOTE 2 The organization may also apply the requirements given in 4.3 to the development of product realization processes.

4.2 Customer-related processes

4.2.1 Determination of requirements related to the product

The organization shall determine

a) requirements specified by the customer, including the requirements for delivery and post-delivery activities,
b) requirements not stated by the customer but necessary for specified or intended use, where known,
c) statutory and regulatory requirements related to the product, and
d) any additional requirements determined by the organization

4.2.2 Review of requirements related to the product

The organization shall review the requirements related to the product. This review shall be conducted prior to the organization's commitment to supply a product to the customer (e.g. submission of tenders, acceptance of contracts or orders, acceptance of changes to contracts or orders) and shall ensure that

a) product requirements are defined
b) contract or order requirements differing from those previously expresses are resolved, and
c) the organization has the ability to meet the defined requirements

Records of the results of the review and actions arising from the review shall be maintained

Where the customer provides no documented statement of requirements, the customer requirements shall be confirmed by the organization before acceptance

Where product requirements are changed, the organization shall ensure that relevant documents are amended and that relevant personnel are made aware of the changed requirements.

NOTE In some situations, such as internet sales, a formal review is impractical for each order. Instead the review can cover relevant product information such as catalogues or advertising material.

4.2.3 Customer communication

The organization shall determine and implement effective arrangements for communicating with customers in relation to

a) product information
b) enquiries, contracts or order handling, including amendments, and
c) customer feedback, including customer complaints

4.3 Design and development

4.3.1 Design and development planning

The organization shall plan and control the design and development of product.

During the design and development planning, the organization shall determine

a) the design and development stages
b) the review, verification and validation that are appropriate to each design and development stage, and
c) the responsibilities and authorities for design and development

The organization shall manage the interfaces between different groups involved in design and development to ensure effective communication and clear assignment of responsibility

Planning output shall be updated, as appropriate, as the design and development progresses.

4.3.2 Design and development inputs

Inputs relating to product requirements shall be determined and records maintained (see 1.2.4). These inputs shall include
a) functional and performance requirements
b) applicable statutory and regulatory requirements
c) where applicable, information derived from previous similar designs, and
d) other requirement essential for design and development

4.3.3 Design and development outputs

The outputs of design and development shall be provided in a form that enables verification against the design and development input and shall be approved prior to release.

Design and development outputs shall
a) meet the input requirement for design and development
b) provide appropriate information for purchasing, production and for service provision
c) contain or reference product acceptance criteria, and
d) specify the characteristics of the product that are essential for its safe and proper use.

4.3.4 Design and development review

At suitable stages, systematic reviews of design and development shall be performed in accordance with planned arrangements (see 4.3.1)
a) to evaluate the ability of the results of design and development to meet requirements, and
b) to identify any problems and propose necessary actions

Participant sin such reviews shall include representatives of functions concerned with the design and development stage(s) being reviewed. Records of the results of the reviews and any necessary actions shall be maintained (see 1.2.4)

4.3.5 Design and development verification

Verification shall be performed in accordance with planned arrangements (see 4.3.1) to ensure that the design and development outputs have met the design and development input requirements. Records of the results of the verification and any necessary actions shall be maintained (see 1.2.4).

4.3.6 Design and development validation

Design and development validation shall be performed in accordance with planned arrangements (see4.3.1) to ensure that the resulting product is capable of meeting the requirements for the specified application or intended use, where known. Wherever practicable, validation shall be completed prior to the delivery or implementation of the product. Records of the results of validation and any necessary actions shall be maintained (see 1.2.4)

4.3.7 Control of design and development changes

Design and development changes shall be identified and records maintained. The changes shall be reviewed, verified and validated, as appropriate, and approved before implementation. The review of design and development changes shall include evaluation of the effect of the changes on constituent parts and product already delivered.

Records of the results of the review of changes and any necessary actions shall be maintained (see 1.2.4)

4.4 Purchasing

4.4.1 Purchasing process

The organization shall ensure that purchased product conforms to specified purchase requirements. The type and extent of control applied to the supplier and the purchased product shall be dependent upon the effect of the purchased product on subsequent product realization or the final product.

The organization shall evaluate and select suppliers based on their ability to supply product in accordance with the organization's requirements. Criteria for selection, evaluation and re-evaluation shall be established. Records of the results of evaluations and any necessary actions from the evaluation shall be maintained (see 1.2.4).

4.4.2 Purchasing Information

Purchasing information shall describe the product to be purchased, including where appropriate

a) requirements for approval of product, procedures, processes and equipment
b) requirements for qualification of personnel, and
c) quality management system requirements

The organization shall ensure the adequacy of specified purchase requirements prior to their communication to the supplier.

4.4.3 Verification of purchased product

The organization shall establish and implement the inspections or other activities necessary for ensuring that purchased product meets specified purchase requirements.

Where the organization or its customer intends to perform verification at the supplier's premises, the organization shall state the intended verification arrangements and method of product release in the purchasing information.

4.5 Product and service provision

4.5.1 Control of production and service provision

The organization shall plan and carry out production and service provision under controlled conditions. Controlled conditions shall include as applicable

a) the availability of information that describes the characteristics
b) the availability of work instructions, as necessary
c) the use of suitable equipment
d) the availability and use of monitoring and measuring devices
e) the implementation of monitoring and measurement, and
f) the implementation of release, delivery and post-delivery activities

4.5.2 Validation of processes for production and service provision

The organization shall validate any processes for production and service provision where the resulting output cannot be verified by subsequent monitoring or measurement. This includes any processes where deficiencies become apparent only after the product is in use or the service has been delivered

Validation shall demonstrate the ability of these processes to achieve planned results.

The organization shall establish arrangements for these processes including, as applicable

a) defined criteria for review and approval of the processes
b) approval of equipment and qualification of personnel
c) use of specific methods and procedures
d) requirements for records (see 1.2.4) and
e) revalidation

4.5.3 Identification and traceability

Where appropriate, the organization shall identify the product by suitable means throughout product realization.

The organization shall identify the product status with respect to monitoring and measurement requirements
Where traceability is a requirement, the organization shall control and record the unique identification of the product (see 1.2.4)

NOTE In some industry sectors, configuration management is a means by which identification and traceability are maintained.

4.5.4 Customer property

The organization shall exercise care with customer property while it is under the organization's control or being used by the organization. The organization shall identify, verify, protect and safeguard customer property provided for use or incorporation into the product. If any customer property is lost, damaged or otherwise found to be unsuitable for use, this shall be reported to the customer and records maintained (see 1.2.4)

NOTE Customer property can include intellectual property

4.5.5 Preservation of product

The organization shall preserve the conformity of product during internal processing and delivery to the intended destination. This preservation shall include identification, handling, packaging, storage and protection. Preservation shall also apply to the constituent parts of a product.

4.6 Control of monitoring and measuring devices

The organization shall determine the monitoring and measurement to be undertaken and the monitoring and measuring devices needed to provide evidence of conformity of product to determined requirements (see 4.2.1)

The organization shall establish processes to ensure that monitoring and measurement can be carried out and are carried out in a manner that is consistent with the monitoring and measurement requirements.

Where necessary to ensure valid results, measuring equipment shall
a) be calibrated or verified at specified intervals, or prior to use, against measurement standards traceable to international or national measurement standards; where no such standards exist, the basis used for calibration or verification shall be recorded.
b) Be adjusted or re-adjusted as necessary
c) Be identified to enable the calibration status to be determined
d) Be safeguarded from adjustments that would invalidate the measurement result
e) Be protected from damage and deterioration during handling, maintenance and storage

In addition, the organization shall assess and record the validity of the previous measuring results when the equipment is found not to conform to requirements. The organization shall take appropriate action on the equipment and any product affected. Records of the results of calibration and verification shall be maintained (see 1.2.4) When used in the monitoring and measurement of specified requirements, the ability of computer software to satisfy the intended application shall be confirmed. This shall be undertaken prior to initial use and reconfirmed as necessary.

5 Measurement, analysis and improvement

5.1 General

The organization shall plan and implement the monitoring, measurement, analysis and improvement processes needed.

a) to demonstrate conformity of the product
b) to ensure conformity of the quality management system and
c) to continually improve the effectiveness of the quality management system

This shall include determination of applicable methods, including statistical techniques, and the extent of their use.

5.2 Monitoring and measurement

5.2.1 Customer satisfaction

As one of the measurements of the performance of the quality management system, the organization shall monitor information relating to customer perception as to whether the organization has met customer requirements. The methods for obtaining and using this information shall be determined.

5.2.2 Internal audit

The organization shall conduct internal audits at planned intervals to determine whether the quality management system

a) conforms to the planned arrangements (see 4.1), to the requirements of this Standard and to the quality management system requirements established by the organization, and
b) is effectively implemented and maintained.

An audit program shall be planned, taking into consideration the status and importance of the processes and areas to be audited, as well as the results of previous audits. The audit criteria, scope, frequency and methods shall be defined. Selection of auditors and conduct of audits shall ensure objectivity and impartiality of the audit process. Auditors shall not audit their own work.

The responsibilities and requirements for planning and conducting audits, and for reporting results and maintaining records (see 1.2.4) shall be defined in a documented procedure.

The management responsible for the area being audited shall ensure that actions are taken without undue delay to eliminate detected nonconformities and their causes. Follow-up activities shall include the verification of the actions taken and the reporting of verification results (see 5.5.2)

5.2.3 Monitoring and measurement of processes

The organization shall apply suitable methods for monitoring and, where applicable, measurements of the quality management system processes. These methods shall demonstrate the ability of the processes to achiever planned results. When planned results are not achieved, correction and corrective action shall be taken, as appropriate, to ensure conformity of the product.

5.2.4 Monitoring and measurement of product

The organization shall monitor and measure the characteristics of the product to verify that product requirements have been met. This shall be carried out at appropriate stages of the product realization process in accordance with the planned arrangements (see 4.1)

Evidence of conformity with the acceptance criteria shall be maintained. Records shall indicate the person(s) authorizing release of product (see 1.2.4)

Product release and service delivery shall not proceed until the planned arrangements (see4.1) have been satisfactorily completed, unless otherwise approved by a relevant authority and, where applicable, by the customer.

5.3 Control of nonconforming product

The organization shall ensure that product which does not conform to product requirements is identified and controlled to prevent its unintended use or delivery. The controls and related responsibilities and authorities for dealing with nonconforming product shall be defined in a documented procedure.

The organization shall deal with nonconforming product by one or more of the following ways:

a) by taking action to eliminate the detected nonconformity
b) by authorizing its use, release or acceptance under concession by a relevant authority and, where applicable, by the customer
c) by taking action to preclude its original intended use or application.

Records of the nature of nonconformities and any subsequent actions taken, including concessions obtained, shall be maintained (see 1.2.4)

When nonconforming product is corrected it shall be subject to re-verification to demonstrate conformity to the requirements

When nonconforming product is detected after delivery or use has started, the organization shall take action appropriate to the effects, or potential effects, of the nonconformity

5.4 Analysis of data

The organization shall determine, collect and analyze appropriate data to demonstrate the suitability and effectiveness of the quality management system and to evaluate where continual improvement of the effectiveness of the quality management system can be made. This shall include data generated as a result of monitoring and measurement and from other relevant sources.

The analysis of data shall provide information relating to
a) customer satisfaction (see 5.2.1)
b) conformity to product requirements (see 4.2.1)
c) characteristics and trends of processes and products including opportunities for preventive action, and
d) suppliers.

5.5 Improvement

5.5.1 Continual improvement

The organization shall continually improve the effectiveness of the quality management system through the use of the quality policy, quality objectives, audit results, analysis of data, corrective and preventive actions and management review.

5.5.2 Corrective action

The organization shall take action to eliminate the cause of nonconformities in order to prevent recurrence. Corrective actions shall be appropriate to the effects of the nonconformities encountered.

A documented procedure shall be established to define requirements for

a) reviewing nonconformities (including customer complaints)
b) determining the causes of nonconformities
c) evaluating the need for action to ensure that nonconformities do not recur
d) determining and implementing action needed
e) records of the results of action taken (see 1.2.4), and
f) reviewing corrective action taken

5.5.3 Preventive action

The organization shall determine action to eliminate the causes of potential nonconformities in order to prevent their occurrence. Preventive actions shall be appropriate to the effects of the potential problems.

A documented procedure shall be established to define requirements for
a) determining potential nonconformities and their causes
b) evaluating the need for action to prevent occurrence of nonconformities
c) determining and implementing action needed
d) records of results of action taken (see 1.2.4) and
e) reviewing preventive action taken.

D. Audits

Various types of audits are defined as:

- Documentation (or Desktop) Audit – an audit of the Quality Management System documentation. This audit does not take place at the facility.
- Pre-assessment Audit –an on-site audit performed to assure conformance of a documented Quality Management System with PVP requirements. This type of audit does not result in accreditation.
- Site/conformance Audit – this type of audit verifies the desktop audit and verifies conformance with the documented Quality Management System.
- Follow-up Audit – an on-site audit that verifies corrective action has been taken
- Surveillance Audit – an on-site audit that verifies conformance to the documented Quality Management System on a continued basis.
- Internal Audit – performed by employees of the organization as required by the standard.

The documented Quality Management System must be subjected to a Documentation Audit prior to any other type of audit. After it is determined the documented Quality Management System meets prerequisite requirements, a pre-assessment audit or site conformance audit may be requested. After completion of a site conformance audit, the approved facilities will be eligible for accreditation. To assure continued program compliance, AMS auditors will conduct surveillance audits of the quality management system.

PVP surveillance audits will be performed on a semi-annual basis. At each location, the auditor will:

1. Interview management personnel and employees with specific responsibilities relative to the program to verify their knowledge of program requirements, their role in the system, and the roles and responsibilities of other persons involved in the system.
2. Observe operations in process to ensure compliance with the supplier's quality manual.
3. Review written procedures and supporting documentation.

4. Establish positive traceability of poultry and poultry products on hand to their origin.
5. Conduct reviews of records as required supporting the quality system.

1.1 Audit Criteria

Audit findings are the result of the evaluation of the collected audit evidence compared to the agreed audit criteria. Audit criteria will be the documented Quality Management System and this standard.

A nonconformance is defined as the failure to fulfill a specified requirement. Nonconformances discovered during the audit will be classified as either Major or Minor. A Minor nonconformance is defined as: A single lapse in an organization's specified requirements.

A Major nonconformance is defined as: The nonfulfillment of any of the documented requirements of this standard, or, sufficient minor nonconformances that lead the auditor to conclude that the requirement is not effectively implemented.

An audit in which Major nonconformances are found for an accredited firm will result in immediate corrective action and re-audit within 60 days. If the firm is not yet accredited, Major nonconformances must be corrected and a satisfactory re-audit be completed before recommendation for accreditation can take place.

E. Audit Reports

Upon completion of the audit, the auditor will prepare a detailed nonconformance reports of the audit findings, and observations. The reports will be discussed with management officials at a closing meeting. A copy of the reports will be provided to management prior to departure from the facility.

F. Accreditation

The findings of the audit contained in the nonconformance reports will be provided to the AMS Poultry Programs Accreditation Board. A final decision will be made by the Board on the recommendation for or against accreditation made by the auditor. The organization will be notified by written correspondence as to the decision of the Board within 10 working days of receipt of the audit findings.

G. Appeals

Suppliers have the right to appeal any adverse audit findings or decisions by the AMS Poultry Programs Accreditation Board. Appeals must be submitted in writing to the Chief, Grading Branch, Washington, D.C., within 30 days of the date of the official correspondence rendering the decision. Requests for appeals must include the basis for the appeal.

The Chief, Grading Branch will review the appeal and notify the organization of the final decision within 30 days of receipt of the request. Any suspensions of accreditation will remain in effect pending the outcome of the appeal.

H. Requesting Service

Any interested person may apply for accreditation under this program. To request accreditation, the organization must submit complete copies of the organizations:

- Quality Manual
- Quality Policy
- Objectives
- Commitment to Quality
- Names of employees responsible for the Quality Management System program and their authority
- Any documented procedures used by the organization in the Quality Management System
- Copies of the minutes of the last 2 Management Review meetings
- Copies of the findings of the last 2 Internal Audits
- Accreditation Application

to USDA-AMS Poultry Programs, Grading Branch, 14th & Independence Avenue SW, Room 3938-S, Stop 0258, Washington DC, 20250.

Headquarters personnel will perform the Documentation Audit on the Quality Management System program documentation. If the Quality Management System documentation conforms to the standard, the Quality Management System documentation will be forwarded to the assigned auditor, who will make arrangements for an on-site conformance audit.

I. Fees for Service

The cost of program manual reviews, desktop and onsite audits, including auditing and travel time, per diem and related expenses are the responsibility of the party requesting the service. Expenses will be based on the current rates published in the Federal Register.

U.S. DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE **APPLICATION FOR ACCREDITATION**	Please mail original to: PVP Program Manager, USDA/AMS Poultry Programs 1400 Independence Ave. SW, Room 3938 Washington, DC 20250

The undersigned hereby applies for accreditation to the Process Verification Program, U. S. Department of Agriculture, AMS, Poultry Programs

Business Name, Mailing Address, and Primary Office Location *(if different)*	Name of person responsible for day to day operations:
	Title of person responsible for day to day operations:
	EIN#
Telephone Number: Fax Number:	Email address:

Please estimate the annual anticipated number of certifications

	Exports to Russian Federation		(Reserved)		(Reserved)		(Reserved)

Legal Status *(Check one)*

	GOVERNMENT		FOR-PROFIT BUSINESS		NOT FOR-PROFIT BUSINESS		OTHER (SPECIFY)

I, (We), affirm that, if granted accreditation, I, (we) will carry out the provisions of the PVP including:

1. Accepting the certification decisions made by another certifying agent accredited or accepted by USDA;
2. Refraining from making false or misleading claims about my (our) accreditation status, the USDA accreditation program for certifying agents;
3. Conducting an annual performance evaluation of all persons who review applications for certification, perform on-site inspections, review certification documents, evaluate qualifications for certification, make recommendations concerning certification, or make certification decisions and implement measures to correct any deficiencies in certification services
4. Having an annual internal program review conducted of my (our) certification activities by myself, my (our) staff, an outside auditor, or a consultant who has the expertise to conduct such reviews and implement measures to correct any nonconformance's with the Quality System Verification Program.
5. Paying and submitting fees to AMS;
6. Complying with, implementing, and carrying out any other terms and conditions determined by the Administrator to be necessary;
7. *(Items 7, 8, and 9 apply only to private entities)*
   Holding the Secretary harmless for any failure on my (our) part to carry out the provisions of the Act;
8. Furnishing reasonable security, in an amount and according to such terms as the Administrator may by regulation prescribe, for the purpose of protecting the rights of production and handling operations that I (we) certify under the Act and 7 CFR Part 70;
9. Transferring to USDA and making available all records or copies of records concerning my (our) certification activities in the event that I (we) dissolve or lose my (our) accreditation.
   Such transfer does not apply to a merger, sale, or other transfer of ownership of a certifying agent.

SIGNATURE OF APPLICANT OR REPRESENTATIVE	PRINT OR TYPE NAME OF SIGNEE
TITLE OF APPLICANT OR REPRESENTATIVE	DATE

PLEASE ATTACH:
1) A list of each organizational unit, such as chapters or a subsidiary office including the name, office location, mailing address, and contact numbers (telephone, facsimile, and Internet address), and the name of a contact person for each unit; 2) A copy of the fee schedule for all services to be provided under these regulations by the applicant; 3) For a private entity, documentation showing the entity's status and organizational purpose, such as articles of incorporation and by-laws or ownership or membership provisions, and it's date of establishment; 5) A list of each State or foreign country in which the applicant currently certifies production and handling operations and a list of each State or foreign country in which the applicant intends to certify production and handling operations.

FOR USE BY USDA

DATE OF RECEIPT	NAME OF RECIPIENT	SIGNATURE OF RECIPIENT